



Top Considerations for your Pharmacy: Planning for an Emergency Pharmacy Closure

It is important for pharmacies to be prepared in the event of an emergency pharmacy closure. Here are a few things you should consider when creating a plan to support your staff and your patients through emergency closures.



- Create a **comprehensive plan** describing roles, responsibilities and procedures in case of a natural disaster leading to shortened business hours or a complete pharmacy closure. Incorporate safety checks in the plan for the well-being of pharmacy staff.



- Maintain an updated **contact list** of employees, local health departments and emergency services.



- Keep an **emergency kit** with appropriate first aid supplies, personal protective equipment (PPE), water and nonperishable food items.



- Regularly review and update **drug inventory**. Check the expiry of medications on a regular basis. Take note of storage conditions and have a plan in place for temperature-sensitive medication.



- Have a **back-up system** for power supply (e.g. generator, batteries, etc...). Ensure all electronic patient data and other pharmacy-related documents are accessible on a secure external source (e.g., USB, external hard drive, etc...).



- Develop a **communication plan** to inform employees and patients of a closure and any alternative options for accessing pharmacy services.



- Ensure your **insurance policy** covers damages caused by disasters likely to occur in your region and expected business expenses during recovery.



- Stay informed of available **communication channels** from appropriate agencies that provide announcements and updates on emergency situations and natural disasters.

For more tools, information and resources on natural disasters and pharmacy practice, please visit our website at www.pharmacists.ca/disaster.



Top Considerations for your Pharmacy: Planning for an Emergency Pharmacy Closure

References

1. Responding to disasters – guidelines for pharmacy. International Pharmaceutical Federation. Published 2016. Accessed August 24, 2023. <https://www.fip.org/files/content/pharmacy-practice/military-emergency-pharmacy/emergency-activities/2016-07-responding-to-disasters-guideline.pdf>
2. Information for pharmacies affected by disaster. The Pharmacy Guild of Australia. Updated March 4, 2022. Accessed August 24, 2023. <https://www.guild.org.au/guild-branches/nsw/pharmacy-support/information-for-pharmacies-affected-by-disaster>
3. Permanent and temporary pharmacy closures checklist. College of Pharmacists of Manitoba. Accessed August 24, 2023. <https://cphm.ca/wp-content/uploads/Resource-Library/Signs-and-Forms/Permanent-Temporary-Pharmacy-Closure-Checklist.pdf>
4. Notification of temporary pharmacy closure. Ontario College of Pharmacists. Published June 2018. Accessed August 24, 2023. <https://www.ocpinfo.com/wp-content/uploads/2019/03/Notification-Form-for-Temporary-Closures.pdf>
5. Temporary pharmacy closures policy. Prince Edward Island College of Pharmacy. Published March 18, 2020. Accessed August 24, 2023. <https://pepharmacists.ca/wp-content/uploads/2020/09/Temporary-Closures.pdf>
6. Emergency preparedness resource kit for pharmacists. College of Pharmacists of Manitoba. Published July 2016. Accessed August 24, 2023. <https://cphm.ca/wp-content/uploads/Resource-Library/Guidelines/Emergency-Preparedness.pdf>
7. Registration policy: temporary pharmacy closures. Nova Scotia College of Pharmacists. Published April 2020. Accessed August 24, 2023. https://www.nspharmacists.ca/wp-content/uploads/2017/04/Policy_TemporaryPhClosures_20170419.pdf#:~:text=It%20is%20acceptable%20for%20a%20licensed%20pharmacy%20to,submitting%20the%20Notification%20of%20Temporary%20Pharmacy%20Closure%20form
8. Pharmacy closures (temporary): model regulatory policy due to pharmacist absence. Saskatchewan College of Pharmacy Professionals. Published February 22, 2022. Accessed August 24, 2023. https://saskpharm.ca/document/3643/REF_Pharmacy_Closures_Temp_20160715.pdf#:~:text=%E2%80%99CIt%20is%20permissible%20for%20a%20licensed%20pharmacy%20to,by%20the%20Pharmacy%20Regulatory%20Authority%29%20each%20calendar%20year

Disclaimer: This document is not intended to replace specific provincial guidance from your regulator. Refer to your provincial standards and regulations for more information.



Canadian Association of Pharmacy for the Environment

Endorsed by the Canadian Association of
Pharmacy for the Environment



Canadian Association
of Pharmacists
Association des
pharmaciens
du Canada